

United States Government

Department of Energy

Oak Ridge Operations Office

# memorandum

DATE: September 20, 2002

REPLY TO

ATTN OF: AD-442:Stotelmyer

SUBJECT: **LEAVE DONATION SOLICITATION FOR LESLIE A. BOURGEOIS**

TO: All ORO, YSO, and OSTI Employees

Ms. Leslie A. Bourgeois, Secretary, Acquisition and Sales Division, Strategic Petroleum Reserve Project Management Office, has been approved as a leave recipient under the Voluntary Leave Transfer Program. Ms. Bourgeois has exhausted both her earned and previously donated annual leave as a result of the illness and hospitalization of her 6-year old son who has been diagnosed with sickle-cell disease.

Employees who wish to donate earned annual leave to Ms. Bourgeois may do so by completing the "Leave Donation Form" on the reverse side of this announcement. **Note:** If you wish to donate "use or lose" leave, you must indicate on the donation form that the leave is "use or lose."

Your attention is called to the following requirements of the program:

1. Only earned annual leave may be donated which includes any "carryover" hours and "restored" hours.
2. The maximum annual leave donation by an employee is limited to one half the number of hours the donating employee will earn in the current leave year. (26-day category - 104 hours; 20-day category - 80 hours; 13-day category - 52 hours).

If you should have any questions, please contact your Human Resources Specialist.



Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch

Attachment

**DOE F 3630.1**

(07-89)

U.S. DEPARTMENT OF ENERGY

**Replaces DOE F 3660.1**

**LEAVE DONATION**

*(Submit completed and signed original form to your timekeeper)*

Donor's Name <i>(Last, First, M.I.)</i>	SSN	Donor's Organization
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Recipient's Name <b>Leslie A. Bourgeois</b>	Recipient's Organization <b>SPRPMO, New Orleans, LA</b>
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For Non-DOE Recipient, Enter Mailing Address of Recipient's Payroll Office

I hereby authorize the transfer of \_\_\_\_\_ hours of my annual leave to the above named leave recipient. I certify that I am scheduled to work at least that many hours before the end of the leave year, and that the leave recipient is not my supervisor.

\_\_\_\_\_ Donor's Signature \_\_\_\_\_ Date

☐ Check here to donate restored leave. (If the donation is greater than the amount of restored leave to your credit, the remainder will be deducted from your regular leave account.)

**FOR PAYROLL USE**

_____ hours of leave has been deducted from donor's account	Name of Payroll Clerk	Phone Number
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\_\_\_\_\_ Signature of Payroll Clerk \_\_\_\_\_ Date

_____ hours of leave has been deducted from donor's account	Name of Payroll Clerk	Phone Number
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\_\_\_\_\_ Signature of Payroll Clerk \_\_\_\_\_ Date

Acceptance of this donation is necessary to avoid placing the recipient on leave without pay, and the limitations imposed by 5 CFR 630.908 are therefore waived.

\_\_\_\_\_ Chief of Payroll \_\_\_\_\_ Date

**Privacy Act Statement**

5 U.S.C. 6311 authorizes collection of this information. It will be used to transfer leave from your account to the recipient's account in accordance with your instructions on the form. Your social security number is requested solely for the purpose of positively identifying leave donors so that donated leave can be charged to the proper account.